

TRAPPER CREEK JOB CORPS

Policy, Requirements and Procedures

Control Number: PRH 3.2 TC-003

Effective Date: August 8, 2008

Filing Instructions: New () Supercedes: (May 14, 2007)

Subject: Dress For Success Dress Code

Purpose:

To maintain an atmosphere of professionalism. It is relevant to the job related aspects for all students when applying for employment. Therefore, what better time to learn the principles than while here at Trapper Creek? If we can promote a sense of employability then it benefits not only the students but promotes a positive image in the community. First impressions are lasting impressions and we want that first impression to be, "We are the best!"

Requirements and Responsibilities:

A. VOCATION:

1. Jewelry will be removed in trades where it could be a hazard. This will be the instructor's decision.
2. All trades have uniforms which each student must wear during work hours. Shirts for all trade uniforms will be tucked in at all times. If a student goes on a medical run or for other off center appointments, personal clothing may be worn, but then he/she must change into their vocational uniform upon returning to center.
3. Trade/Work clothes must be washed at least once a week.
4. Long hair must be pulled back away from face in every trade. Some trades may also require hair to be secured with a hair net. Hair needs to be clean and neat in appearance.
5. Walkmans, CD players, etc. are not allowed during work hours except in Business Technologies.
6. Bandanas may be worn under hard hats if approved by the Trade Instructor.

B. EDUCATION:

1. Hair must be clean and neat in appearance, out of face and eyes.
2. No hats, head coverings, or sunglasses are allowed in the Education Building.
3. No walkmans, CD players, etc. are allowed during school hours.
4. Clothing specifically designated as “Education Clothing” must be worn, and fit correctly. Shirts will be tucked in at all times.

C. DINING HALL:

1. Shirts and shoes will be worn at all times.
2. Shirts with large cut out arm holes are not acceptable. Sleeveless shirts must have regular size armholes.
3. Shirts exposing belly buttons are not acceptable. No low cut tank tops, or half shirts.
4. No hats, headgear, or sunglasses are allowed.
5. Students must be washed up and out of work clothes for dinner, except for late arrivals from Work Based Learning (WBL) Sites after 5:00 p.m...
6. No pajamas or night wear can be worn; no blankets allowed.
7. No clothes are allowed depicting violence, alcohol, drugs, and profanity.
8. Hair must be clean and neat in appearance.

D. OFF CENTER TRIPS AND ON CENTER GENERAL RULES:

1. Clothing must be correctly sized, no baggy or sagging clothing, or ripped out hems. Shirts will be tucked in unless the shirts are made to be worn on the outside.
2. Shorts and casual wear that coincide with leisure or recreation activities will be permitted.
3. Ripped, holed, and/or torn clothes or clothes with cut off edges cannot be worn.
4. Chains should not be visible. (Wallet chains or neck chains).
5. No Bandanas (see A. 6. for exception) or clothes depicting violence, alcohol, drugs, profanity or with anti-social messages or emblems may be worn.
6. Camouflage clothing or fabric may be worn if combined with another type of clothing, e.g. camo pants, regular T-shirt or vice versa; dressing completely

in camo clothing is not allowed.

7. Students must shower and clean up before leaving center; hair must be neat and clean.
8. Students are not to dress provocatively on or off center. If necessary, staff will request that students change clothes, and students will be expected to do so with no questions asked.
9. Students are not to wear work clothes on off center trips. (Except for WBL or leisure time employment.)
10. Fishnet and see-through clothing may be worn only with a full length tank top or t-shirt underneath- not just a sports bra!!
11. No tongue rings or facial rings are allowed.
12. Shoes must be worn outside on center grounds, except when participating in an approved activity which requires no shoes.

E. GANG RELATED:

1. No bandanas, jewelry, or clothes with gang related emblems or messages are to be worn on center. Bandanas may be worn off center when on a fire crew or as stated in A. 6.
2. Clothes condoning drugs and alcohol will not be allowed. Hats are worn bill straight forward.

Expected Outcomes:

1. Students understand the dress code and are in compliance.
2. An atmosphere of well being and professionalism is created on center.

Quality Indicators:

1. Students look employable on and off center.

Approved:

**Linda J. Woods
Center Director**